

Hello,

We are truly excited to be able to allow pharmacies access to the North Carolina Immunization Registry. The North Carolina Immunization Registry (NCIR) is a secure, web-based resource that can be used as a clinical tool and serves as the official immunization record so we place a high value on data integrity for information entered in the registry. The North Carolina Immunization Branch plans to provide training that will teach immunizing pharmacists how to perform essential functions in the NCIR by December 31, 2013.

Currently, we have about 1,300 individual doctor's office and health departments on the registry. There are nearly 2,000 pharmacies across the state that will be joining our registry in the next few months. As a result, we will be more than doubling our current number of users. Our information technology subject matter experts have provided us with a rollout schedule that we hope will allow our system to run smoothly. The current plan to begin the training process is a "train the trainer" approach. The corporate and independent chains will need to identify one or more trainers who will be responsible for training the individual pharmacists and users within their stores. These trainers must complete a few enrollment steps and attend a live demonstrative webinar that will authorize them to become a certified NCIR pharmacist trainer. The specific steps the trainers must complete to become certified are outlined in the attached document, "Certified NCIR Trainer." Prior to your identified trainers attending this live webinar, each chain and independent pharmacy must submit five important documents, which are included in this email and listed with a description below:

1. Pharmacy agreement – for the corporate chains, one person must sign this agreement for every store in the state. (Ex: CVS corporate signs for all CVS stores in NC.) The person signing this document must have responsibility over your immunizing pharmacists across the state. The independent pharmacies will receive the same agreement. This agreement must be signed by the lead immunizing pharmacist for each participating pharmacies.
2. Pharmacy NCIR Trainers Contact Information Sheet – List the names of the trainers to be certified to train others in your organization.
3. NCIR Pharmacy Trainer's agreement – describes the trainer's role and responsibilities as the trainer and must be completed and signed by each trainer listed on the Trainer Contact Information form.

4. North Carolina Immunization Registry Confidentiality Agreement - must be reviewed and signed by each trainer identified.
5. Rollout roster – details the number of stores each corporation or independent pharmacy group will be bring on at each phase. It will be partially pre-populated, as we are also working on a pilot project with pharmacies that service veterans in 20 western NC counties. The pilot pharmacies will be the first pharmacies enrolled and trained on registry use. These schedules are prepopulated with the pilot pharmacies. Please complete the contact information for the additional pharmacies allotted for each rollout period.

Once you have completed all of the attached forms (Pharmacy Agreement, Pharmacy Trainers Contact Information Sheet, NCIR Pharmacy Trainer Agreement, North Carolina Immunization Registry Confidentiality Agreement, and Rollout Roster. *(In addition, each individually designated NCIR Pharmacy Trainer must sign a NCIR Pharmacy Trainer's agreement and North Carolina Immunization Registry Confidentiality Agreement)*, please return these documents to us by scanning them into your computer and emailing them to the North Carolina Immunization Branch at this email address ncir.pharmacists@dhhs.nc.gov or by fax to 919-870-4824 **no later than Wednesday, September 18, 2013.**

Once we receive these documents, the trainers listed on the Trainer Contact Information form will receive instructions to complete the process to become a certified NCIR trainer. Please see the attached document that provides more details about this process.

Lastly, to accommodate the anticipated large number of immunizing pharmacies, the rollout process is into four main phases. During the rollout periods, trainers are free to train and activate as many of their allotted number of stores as possible. However, no additional stores may be rolled onto the NCIR than the number allotted for each phase so that testing can occur to monitor system performance during and following each phase. The rollout schedule has been provided to you below:

<u>Training Phases</u>	<u>Rollout Date</u>	<u>Monitoring Period of Registry</u>
Phase I	October 1-11, 2013	Oct 12-Nov 10,2013
Phase II	November 11-17, 2013	Nov 18-Dec 1, 2013
Phase II	December 2-8, 2013	Dec 9-22, 2013
Phase IV	December 23-31, 2013	January 2014 and ongoing

During monitoring times no new pharmacies will be able to be activated/added to the NCIR. Pharmacies that have been trained are free to use the registry, and trainers may train stores for next phase during the monitoring phases. The rollout schedule may be amended if performance problems occur.

Thank you for your interest and we look forward to working with you. Please let me know if you have any questions.

Thanks,

Nikita Spears